

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **7487-0/16**
Contract
☒ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RQID1600065** TERM OF CONTRACT **Five-Years with no OTR**

Requisition /Project Title: **Courier Services (Pick-up and Delivery)**

Description: **The purpose of this re-solicitation is to establish a contract for the purchase of Courier Services for the pick-up and delivery of correspondence and parcels within Miami-Dade and Broward Counties for various departments on an as needed basis.**

Issuing Department: Contact Person: **Bonnie Taylor Wilson** Phone: **305-375-5765**

Estimate Cost: **\$632,760** GENERAL FEDERAL OTHER
Funding Source: ☒ ☒

ANALYSIS

Commodity Codes: **962-24**

Contract/Project History of previous purchases three (3) years
Check here ☐ if this is a new contract/purchase with no previous history.

EXISTING

2ND YEAR

3RD YEAR

Contractor: Around The Clock, Zap Same Same
Logistics, Esquire Express,
Unique Charters

Small Business Enterprise:

Contract Value: **\$632,760**

Comments:

Continued on another page (s): ☐ Yes ☒ No

RECOMMENDATIONS

SBE Set-aside Sub-contractor goal Bid preference Selection factor

Basis of recommendation:

Date sent to SBD: 07/21/2016

Signed: *Bonnie Taylor Wilson*

Date returned to DPM:

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of Courier Services for the pick-up and delivery of correspondence and parcels within Miami-Dade and Broward Counties for various departments on an as needed basis.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years and shall expire on the last day of the month of the five (5) year period.

2.3 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion, at any time, require all vendors to supplement submitted documents in order to satisfy the qualification criteria.

2.3.1 MINIMUM QUALIFICATION REQUIREMENTS

- A. Vendors are required to demonstrate that their firm has been providing courier services as requested in this solicitation and outlined in Section 3, Technical Specifications. To demonstrate this past experience, bidders are required to provide three (3) references of recent customers. The references listed must be customers that are currently receiving or have recently received from the bidder courier services for at least one (1) year.

The references must include:

- Customer's Name and Title
- Company Name
- Company Address
- Telephone Number-must be the person who can verify that the bidder has successfully provided the services that the bidder is offering under this solicitation.

- B. Vendors shall submit the following Licenses and/or permits:
(TBD)

2.4 METHOD OF AWARD

To the responsive and responsible bidder offering the lowest aggregate price, per group. To be considered for award by group, the vendor shall offer prices for all items within a given group. The County will then select the vendor for award for each group by totaling each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group will be rejected.

GROUP A: Courier Services for the Building & Neighborhood Code Compliance Dept. (RER)

GROUP B: Courier Services for the Miami-Dade Police Department (MDPD)

GROUP C: Courier Services for the Department of Environmental Resource Management (RER)

GROUP D: Un-scheduled and Emergency (On Demand) Pick-Ups and Deliveries

GROUP E: Courier Services for the Office of Citizen's Independent Transportation Trust (CITT)

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in Section 1, Paragraph 1.5, Award of Bid Solicitation.

2.5 INDEMNIFICATION AND INSURANCE

(TBD)

2.6 SMALL BUSINESS ENTERPRISES (SBE) MEASURES

A Small Business Enterprise (SBE) bid preference applies/does not apply to this contract.

2.6 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED

If the vendor(s) are awarded a contract under this solicitation, the prices proposed by the vendor(s) shall remain fixed for a period of one (1) year after the commencement of the contract. After this period, ninety (90) days prior to the expiration of the then anniversary date, the vendor may submit a price adjustment to the County based on the Producer Price Index (PPI), as published by the Bureau of Labor Statistics, Department of Labor. This report can be accessed at www.bls.gov/ppi. Any adjustment received after ninety (90) days from the expiration of the then current date/year may not be considered. If no adjustment request is received from the awarded vendor, the County will assume that the awarded vendor(s) has agreed that the next year term will be without any price adjustment.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the vendor, and/or to terminate the contract with the vendor based on such price adjustments.

2.7 ADD AND OR/DELETE LOCATIONS

Although this solicitation and resultant contract identifies specific pick-up and delivery locations for courier services, it is hereby agreed and understood that any County department or agency location may be added to this contract at the option of the County. As necessary, the primary vendor(s) under this contract shall be invited to submit price quotes for these additional pick-up and delivery locations. The County may also opt to request pricing from all participating vendor(s) at the County's sole option. If these quotes are determined to be fair and reasonable, then the additional locations will be awarded to the current contract vendor that offers the lowest acceptable pricing. If this contract has

a single incumbent vendor, the additional site(s) shall be added to this contract by formal modification of the award sheet. If there are multiple incumbent vendors under this contract, and the additional effort is to be assigned to only one of these vendors, a separate release order will be issued.

The County may conclude to obtain price quotes for the additional pick-up and delivery locations from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

The County reserves the right to delete any pick-up and/or delivery location(s) listed herein or added during the term of the contract as it deems necessary.

DRAFT

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

These specifications cover Courier Services, pick-up and delivery throughout Miami-Dade and Broward Counties, for various county departments, on a non-exclusive and on an as needed basis.

3.2 WEIGHT OF ITEMS (For pickup and delivery)

A. Group A-Scheduled routes for the Building & Neighborhood Code Compliance Department, are items for pick-up and delivery to and from Miami International Airport Branch and to and from the Permitting and Inspection Center which may weigh up to 85 lbs total. Items for pick-up and delivery include construction plans, interoffice mail, documents, bags and boxes of documents and supplies.

B. Group B-Courier services for the Miami-Dade Police Department (MDPD). Items for pick-up and delivery as needed, when needed from and to listed locations. Delivery of packages containing booking and hearing documents weighing a maximum 5 lbs. Delivery of documents are time sensitive and may be required one to six times daily. This group requires weekend pick up and deliveries. Standard practice is to provide vendor twenty-four hour notice of required service; however, from time to time the vendor must be prepared to respond to service calls within four hours after notice.

Note: Saturday and Sunday pick-ups at the MDPD Head Quarter Complex located at 9105 NW 25 St., Records Police Counter (CRB) must be made by 6:30 a.m. due to the scheduling of the Bond Hearings.

C. Group C-Scheduled routes for the Department of Environmental Resource Management (DERM). Items for pick-up and delivery as needed, when needed from and to listed locations. The items include but are not limited to construction plans which may weigh up to 85 lbs total.

D. Group D-Un-scheduled and emergency (on demand) items for pick-ups & deliveries. Items may weigh up to 80 lbs and include items such as interoffice mail, documents, bags and boxes of documents and supplies. Pick-up and deliveries are as needed, when needed for various County Departments throughout Miami-Dade County.

E. Group E-Scheduled routes for the Office of Citizens' Independent Transportation Trust. (Items to be determined by user department)

F. Weight variances-fee for variances in weight maximum per Group

3.3 GROUP A: COURIER SERVICES FOR THE BUILDING & NEIGHBORHOOD CODE COMPLIANCE DEPARTMENT

A. Building & Neighborhood Code Compliance Department pick-up and delivery of construction plans, interoffice mail, documents, bags and boxes of documents and supplies between the following locations:

1. Miami International Airport/Building Dept. Branch (MIA)
4200 NW 36th Street, Building 5A, 4th Floor
Miami, Florida 33166
 2. Permitting & Inspection Center/Permit Section (PIC)
11805 Coral Way, Room 105 (Ground Floor)
-and-
Room 208 (2nd Floor), Procurement Section
Miami, Florida 33175
 3. Blue Digital Corp. (BDC)
7290 NW 7th Street – Unit 107
Miami, Florida 33126
- B. The pick-up and delivery schedule for the above mentioned locations shall be made between the following Miami-Dade County business hours:
(See Section 3, Paragraph 3.3-A above, for exact locations)
1. Daily Service Round Trip from MIA to PIC and returning to MIA

From MIA pick-up shall be no earlier than 10:30 AM and no later than 11:00 AM

Arrival at the PIC for delivery and possible pick-up shall be no later than 12:30 PM

Return trip to MIA for possible delivery shall be no later than 2:30 PM
 2. Daily Service Round Trip from PIC to BDC and returning to PIC

From PIC pick-up shall be no earlier than 9:30 AM

Arrival at BDC for delivery and possible pick-up shall be no later than 11:30 AM

Return trip to PIC for possible delivery shall be no later than 2:00 PM

3.4 GROUP B: COURIER SERVICES FOR THE MIAMI-DADE POLICE DEPARTMENT

- A. Miami-Dade Police Department (MDPD) pick-up and delivery of bookings and bond hearings between the following locations:
1. MDPD Headquarters Complex (CRB)
9105 NW 25 Street – Front Building Lobby
Miami, FL 33172
 2. MDPD Headquarters Complex (WB)
9105 NW 25 Street - Warrants Bureau
Miami, FL 33172

3. Miami-Dade County Jail (DCJ)
1321 NW 12 Street Main- Booking Area
Miami, FL 33125
5. MDPD Headquarters Complex (FAB)
9105 NW 25 Street – Fiscal Administration Bureau
Miami, FL 33172
6. Private Residence (PR)
Joyce Voshin
13311 SW 16 Court
Davie, FL 33325

B. The delivery schedule for the above mentioned locations is as follows:
(See Section 3, Paragraph 3.4-A above, for exact locations)

1. Weekday Schedule, pick-up and delivery locations

<u>Pick up Time</u>	<u>From</u>	<u>To</u>
6:00 a.m.	WB	DCJ
11:00 a.m.	DCJ	CRB
6:00 p.m.	DCJ	CRB
12:00 a.m.	DCJ	CRB
4:00 a.m.	DCJ	CRB

2. Weekend and Holiday Schedule, pick-up and delivery locations

<u>Pick up Time</u>	<u>From</u>	<u>To</u>
6:00 a.m.	WB	DCJ
11:00 a.m.	DCJ	CRB
6:00 p.m.	DCJ	CRB
12:00 a.m.	DCJ	CRB
4:00 a.m.	DCJ	CRB

Note: CRB & WB are the same location. Vendor must pick-up at lobby area in Fred Taylor Headquarters Building, 9105 NW 25th Street Miami, Florida 33172. One pick-up location and two delivery locations.

3. Delivery of documents to a private residence during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday)

<u>Pick up Time</u>	<u>From</u>	<u>To</u>
8:00 a.m.-5:00 p.m.	FAB	PR
8:00 a.m.-5:00 p.m.	PR	FAB
8:00 a.m.-5:00 p.m.	Round Trip-starting at either location (PR or FAB).	

3.5 GROUP C: COURIER SERVICES FOR THE DEPARTMENT OF ENVIRONMENTAL RESOURCE MANAGEMENT

- A. Department of Environmental Resource Management pick-up and delivery of construction plans, interoffice mail, documents, bags and boxes of documents and supplies between the following locations:

1. Overtown Transit Village (OTV)
Plan Review and Development Approvals
701 NW 1st Court, 2nd Floor
Miami, Florida 33136
Contact Person: Maria Farquharson or Cristina Fernandez
2. Miami-Dade Permitting and Inspection Center (MDPIC)
DERM Plan Review
11805 SW 26th St., 1st Floor
Miami, Florida 33175
Contact Person: Nathalie Shahin or Cristian Guerrero

- B. The delivery schedule for the above mentioned locations are as follows:
(See Section 3, Paragraph 3.5-A above, for exact locations)

Weekday Schedule, pick-up and delivery locations

<u>Pick up Time</u>	<u>From</u>	<u>To</u>
8:00 a.m.	PIC	OTV
9:00 a.m.	OTV	PIC
10:30 a.m.	PIC	OTV
1:00 p.m.	OTV	PIC

3.6 GROUP D: UNSCHEDULED AND EMERGENCY (ON DEMAND) PICK-UPS AND DELIVERIES

Pick-up and deliveries are as needed, when needed for various County Departments throughout Miami-Dade County. Addresses and Deliver By times will vary and will be established at the time that the pick-up and delivery are requested.

3.7 GROUP E: COURIER SERVICES FOR THE BUILDING AND NEIGHBORHOOD CODE COMPLIANCE DEPARTMENT

- A. (Locations to be provided by User Department)